

FIRE DRILLS REPORT FORM

(OVER for additional information)

Pursuant to Chapter 160, laws of 1959 creating Section 118.07 (2) (b), Wisconsin Statutes, the following report shall be filed in accordance with instructions on the reverse side of this report.

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m), Stats.].

School Name:

Street Address:

City:

County:

Date of Fire Drill	Time of Fire Drill	Number of Students	Number of Adults	Time Required To Evacuate Building		Remarks:
				Minutes	Seconds	
July____20____						
Aug____20____						
Sept____20____ —						
Oct____20____						
Nov____20____						
Dec____20____						
Jan____20____						
Feb____20____						
Mar____20____						
Apr____20____						
May____20____						
June____20____						

School Administrator's Signature:

Title:

Date Signed:

A Fire Department Official should be present for one or more Fire Drills and sign this Fire Drills Report Form (SBD-11) in the spaces provided below.

Fire Department Official's Signature:

Title:

Date Signed:

Fire Department Official's Signature:

Title:

Date Signed:

WISCONSIN STATUTES - 118.07 (2)

(a) Once each month, without previous warning, the person having direct charge of any public or private school shall drill all pupils in the proper method of departure from the building as if in case of fire, except when the person having direct charge deems that the health of the pupils may be endangered by inclement weather conditions. *

(b) Annually the person having direct charge of any public or private school shall file a report pertaining to such drills on forms furnished by the Department of Commerce. Such reports shall be made to the Department of Commerce, and in each community having a recognized fire department, to the chief of the fire department. When no fire drill is held during any month, the person having direct charge of the school shall state the reasons therefor in the report.

A public school address system, if available, shall be used as a secondary warning device in the event the fire alarm system malfunctions.

REMARKS: Please note deficiencies in (1) the performance of alarm equipment; (2) staff functions; (3) student performance; (4) obstructions; or (5) other factors which may pose a safety hazard or affect the efficient, orderly exiting from the building. The person having direct charge of the school is responsible for causing corrections of noted deficiencies. Consult with your fire chief if guidance is needed for direction in correcting noted deficiencies.

INSTRUCTIONS FOR MAILING

Each year before June 30, send one copy of this report to:

Copy to:

Dept. of Commerce
Safety and Buildings Division
P.O. Box 7839
Madison, WI 53707-7839

Copy to:

Your Fire Chief

Copy to:

School File Copy

TO OBTAIN FORM

Go online to <http://www.commerce.state.wi.us/SB/SB-DivForms.html>

Look in Fire Prevention group of forms.

Or fax: (608) 267-9723.

Email: fireforms@commerce.state.wi.us